

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3810

GRADE: S-34

TITLE: DEPUTY DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT

DEFINITION:

Under administrative direction to assist the Director in overall agency policy planning, administration, and operation of the County's housing and community development programs; and to do related work as required.

TYPICAL TASKS:

Assists the Director in supervising and monitoring day-to-day operations of the various divisions;
Provides technical assistance to subordinate staff and prospective developers;
Establishes and administers housing program operating procedures, reviews work progress, initiates operational surveys, and determines overall housing program direction;
Assists the Director in formulating, processing and implementing housing policy for Fairfax County and the Redevelopment and Housing Authority;
Directs the staff in the use of federal, state, and local mechanisms to produce housing for low and moderate income people;
Acts as policy and program liaison with the Board of Supervisors, commissioners of the Redevelopment and Housing Authority, Planning Commission, Washington Metropolitan Council of Governments and various non-profit and community organizations;
Reviews federal, state and local housing and community development legislation;
Selects personnel, appraises performance, and approves merit increments;
Acts in the capacity of the Director in the Director's absence and as delegated.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, methods and problems of public administration, organization management and planning;
Knowledge of housing laws and programs, site planning, real estate and land-use law;
Ability to establish and maintain effective working relationships with other governmental units and agencies, private developers, and citizen organizations;
Excellent communicative skills.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to a Master's degree in public administration or related program area, with a minimum of five years of increasingly responsible experience in the field of housing development, including three years of administrative experience.